

INSPECTION AIDE

GRADE: 10

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Inspection Aide performs responsible semi-skilled work in support of the Contract Management Division. The position requires regular contact with others within Public Works and periodic contact with other departments and the general public. The physical demands are moderate requiring some lifting of heavy weight materials and some work must be done in unfavorable weather conditions. The incumbent works under general instructions with supervision of progress and results.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Observes and monitors construction of public works improvements such as water and sewer mains, storm drain pipe installation, concrete curb and gutter work, asphalt paving, landscaping, sediment control and storm water management facilities.
- Records observations accurately, giving detailed information in the form of daily reports.
- Maintains file information, including organizing files in chronological or alphabetical order.
- Assists with field measurement of distances.

- Assists with survey work such as clearing brush, driving wooden stakes into the ground, holding leveling rod, cleaning and maintaining survey equipment.
- Performs simple math calculations.
- Enters data into computers for reports, maintains of computer files, and does general information research for web based data and information.

QUALIFICATIONS:

Required Training and Experience:

Must possess a High School Diploma or GED and a valid Maryland (or other State) driver's license, appropriate to duties assigned.

Preferred Knowledge, Skills and Abilities:

- Knowledge of and ability to apply high school mathematics.
- Knowledge of surveying and construction equipment and terms.
- Ability to utilize a computer to conduct general Internet research, perform word-processing and creation of spreadsheets.
- Ability to understand and carry out oral and written instructions.
- Ability to independently perform field investigations and inspections.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively both orally and in writing.